



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
NORTHEAST REGION
5 NORTH GATE RD
FORT MONROE, VA 23651-1048



SFIM-NE-MWR

MAR 27 2003

MEMORANDUM FOR Northeast Region Garrison Commanders

SUBJECT: Consolidation of Nonappropriated Fund (NAF)
Contracting Function

1. The Northeast Region Morale, Welfare and Recreation (MWR) Division has responsibility for oversight of NAF contracting functions. Former AMC and MDW installations that were brought into the northeast region, merged on 10 Feb 03 to establish one regional NAF Contracting Office. We will begin consolidating all garrison contracting functions under one NAF Contracting Region Office at Fort McNair, Washington D.C. in Oct 03. This action will provide a more efficient means of contracting for like services and supplies across the region. It will save the installation sufficient overhead dollars and increase the net income before depreciation for all installations that are not consolidated.

2. A tentative schedule with timelines is enclosed. This schedule is based upon all managers submitting NAF Purchase requests (DA 4065-R) via the Standard NAF Automated Contracting System (SNACS). SNACS is now available in your MWR activities and NAF Managers and activity personnel must use SNACS if they are not already doing so. Our target date for completion of this action is FY04.

3. This memorandum is your authority to effect all personnel actions necessary to implement this consolidation. Installations should make every effort to reassign employees to positions in MWR. Employees may also be considered for vacancies in the regional office through the Career Referral Program, the competitive announcement process or reassignment to the Regional Office. If the employees cannot be placed, business based actions may result. Should these employees be covered by a negotiated agreement, unions should be notified, and Impact and Implementation (I&I) bargaining should begin.

4. The servicing NAF Personnel Office for the Northeast Region is located at Fort Monroe, Virginia. Mr. Don Petrine, Chief, NAF Personnel Office, (757) 788-2721, will answer all personnel

SFIM-NE-MWR

SUBJECT: Consolidation of NAF Contracting Function

related questions. Official Personnel Folders should be sent to the NAF Personnel Office, 60 Ingalls Road, Building 82 (Room 250), Fort Monroe, VA 23651-1032. Ms. Ruth Lee, Contract Specialist, (757) 788-5278, will answer all questions related to contracting issues.

5. Please make your MWR Directors and CPAC Directors aware of this action. Successful implementation depends on coordination among all parties. If you have any questions, please contact me or my Chief of Staff, Rick Fontana, at 757-788-5001.

A handwritten signature in black ink, appearing to read 'Diane M. Devens', with a large, stylized 'S' at the end.

DIANE M. DEVENS
Director

Encl

IMPLEMENTATION SCHEDULE
NAF CONTRACTING REGION OFFICE

| <u>INSTALLATION</u> | <u>PROJ DATE</u> | <u># of EMPLOYEES</u> |
|---------------------|------------------|-----------------------|
| Fort Detrick | Upon Approval | 1 |
| Fort Hamilton | OCT 03 | 1 |
| Fort Dix | NOV 03 | 2 |
| Fort Drum | DEC 03 | 2 |
| USMA West Point | JAN 04 | 2 |
| Fort Lee | FEB 04 | 2 |
| Fort Monroe | MAR 04 | 2 |
| Fort Eustis | APR 04 | 2 |

Note: Fort Detrick requested contract support from the NCR Consolidated Contracting Office as soon as feasible.